

VMRII-VRO GUIDELINES –
HOW TO ENTER A TAXPAYER
IDENTIFICATION NUMBER AND LEGAL NAME

Checklist Reference – None

The Vendor Registry Office will follow the instructions provided on the IRS Form W-9 when setting up vendors in the database. These instructions are provided on the www.irs.gov website.

The following is how information should be entered on a W-9.

Type of Entity Completing the W-9	Name (as shown on your Tax Return) – this name must match the TIN number supplied on the W-9	Business Name, if different from Above' (DBA or AKA)	TIN Number
Corporation	ABC Incorporated	Pizza by Smith	EIN Number
Individual	Jane Smith		Social Security
Partnerships	NDC LLP	North Dakota Culinary LLP	EIN Number
Sole proprietor	Jane Smith	Smith Consulting	Social Security or EIN

LLC does not stand for Limited Liability Corporations; it stands for Limited Liability Company. LLC's can be a corporation, partnership, or a sole proprietor (disregarded entity). Any company completing a W-9 and indicating they are a LLC must also identify the type of LLC. If this is not completed the W-9 is returned to the vendor for completion.

TIN number:

- The TIN number supplied must match the name in the line named 'Name (as shown on your income tax return)'. If the vendor supplies both a social security number and an employer identification number, IRS would prefer the use of the social security number, but either will work.

More detailed information concerning the completion of an IRS Form W-9 can be obtained from the IRS web site at <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.